



CALIFORNIA EXPOSITION & STATE FAIR
DUTY STATEMENT

EMPLOYEE ACKNOWLEDGEMENT			
BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.			
EMPLOYEE NAME:	EMPLOYEE SIGNATURE:	DATE:	
		____/____/____	
CLASSIFICATION:	POSITION #:	UNIT #:	CBID:
State Fair Worker-Graphic Design	313-420-5999-901	420	
SUPERVISOR ACKNOWLEDGEMENT			
BY SIGNING BELOW, I CERTIFY THAT THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION.			
SUPERVISOR NAME:		CLASSIFICATION:	
John Danielsen		Exhibit Coordination and Design	
SUPERVISOR SIGNATURE:		DATE:	
		____/____/____	
POSITION INFORMATION			
MISSION:			
The California Exposition and State Fair (Cal Expo) mission is to create and provide a State Fair experience reflecting California including its industries, agriculture, and diversity of its people, traditions and trends shaping its future through competitions, exhibits, events, displays, entertainment and education during the State Fair and throughout the year.			
CONCEPT OF POSITION:			
<p>CONCEPT OF POSITION: Under the supervision of the lead graphic designer and/or exhibit designer, the graphic designer will create an overall visual theme for exhibits, will create text panels, work with photos and text, create banners, illustrations, and/or educational graphics for exhibits. This position requires someone who is proficient with Adobe Illustrator, Photoshop, and InDesign, has good illustration skills, is organized, flexible, self-motivated, and can follow direction, meet quick deadlines, and work long or irregular hours. Applicant should be familiar with working on a large format printer and possess the ability to multi-task and work in a fast-paced environment with changing priorities. Work performed may include clerical tasks such as answering telephones and correspondence, meeting with clients and vendors, online research for exhibit content, and writing interpretive exhibit text. The graphic designer should have the ability to maintain good working files, possess good communication skills and be able to work in a team environment.</p> <p>Applicant must submit a State Application (678), a portfolio or link of your work, and a resume with cover letter.</p>			
SPECIAL POSITION REQUIREMENT/WORKING CONDITIONS (IF ANY):			

- ☐ DESIGNATED UNDER CONFLICT OF INTEREST CODE
☐ REQUIRED TO CARRY A BLACKBERRY/IPHONE
☒ CA DRIVER'S LICENSE, CLASS – LIST TYPE(S):
☐ PARTICIPATION IN DMV PULL NOTICE PROGRAM
☐ REQUIRES REPETITIVE MOVEMENT OF HEAVY OBJECTS
☐ WORKS NEAR FAST MOVING MACHINERY OR TRAFFIC
☒ PERIODIC OVERTIME
☐ MAY BE REQUIRED TO RESPOND AFTER WORK HOURS
☐ PERFORMS OTHER DUTIES REQUIRING HIGH PHYSICAL DEMAND
 (EXPLAIN)

- ☐ MAY REQUIRE ANNUAL MEDICAL EVALUATION
☐ MAY REQUIRE DRUG TESTING
☒ BACKGROUND CHECK/FINGERPRINT CLEARANCE
☐ OPERATES HEAVY MOTORIZED VEHICLES
☒ WORKS AT ELEVATED HEIGHTS
☒ PROLONGED PERIODS OF (CHECK ALL THAT APPLY):
☒ SITTING ☒ STANDING ☒ KNEELING ☒ BENDING ☒ LIFTING
☒ OTHER May be exposed to extreme temperatures or airborne dust. Incumbents should be prepared to sit or stand prolonged periods of time

SUPERVISION EXERCISED (CHECK ONE):

- ☐ NONE ☐ SUPERVISOR ☐ LEAD PERSON ☐ TEAM LEADER

FOR SUPERVISORY POSITIONS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION DIRECTLY SUPERVISES:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

FOR LEAD PERSONS OR TEAM LEADERS ONLY, INDICATE THE POSITION NUMBER(S) THAT THIS POSITION LEADS:

# OF POSITIONS:	CLASS CODES:	CLASSIFICATIONS:

RESPONSIBILITIES OF POSITION

ESSENTIAL FUNCTIONS:

Observe museum quality standards in the handling of all exhibit items; maintain a clean and safe working area; protect exhibit items from non-authorized persons and ensure buildings are secured as necessary.

40%	In preparation of the California State Fair and under the direction of the Lead graphic designer or Exhibit Designer, create text panels, banners, educational interactives, photographic prints, and all other graphics needed for exhibits while demonstrating effective project time management with the ability to balance competing priorities. Assists with research, writing of interpretive exhibit text, proof-reading, reproduction of photo images, creation of exhibit graphics, mounting and cutting of graphics and text panels; working with outside vendors.
35%	Under direction, may assist with visual display as necessary, cleaning, maintenance, repair of signage, and installation of new signage during the fair time. Paint touch up on walls and pedestals; assists with installation of new banners and signage, may act as a docent during the fair time.
15%	Cleans and maintains printers; keeps ink, paper, and foam board inventories up to date; notifies supervisor when inventories are low and need to be ordered. Maintains a high standard of graphics files by following the Fair file naming convention.
5%	Assists with cleaning, maintenance, routine repairs, repair of signage, and installation of new signage and banners during fair time; may act as a docent during fair time; changes out daily displays and prepares for visiting presenters during fair.

MARGINAL FUNCTIONS:	
5%	Assist with other duties as assigned/other related work.
DESIRABLE QUALIFICATIONS	
(E.G., INTERPERSONAL SKILLS, PROFESSIONAL CERTIFICATION OR LICENSE, GENERAL OR SPECIALIZED KNOWLEDGE IN THE FIELD, ETC.)	
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Working knowledge of: <ul style="list-style-type: none"> ○ Photoshop ○ InDesign ○ Illustrator ○ Microsoft Office Suites • Ability to work in a fast-paced environment with changing priorities and ability to multi-task • Ability to meet deadlines • Ability to work independently or cooperatively in a group setting • Ability to maintain proper computer files • Ability to work weekends, holidays, and long and irregular shifts • Ability to work in uncomfortable weather conditions and temperatures • Ability to keep a clean and safe working environment • Ability to maintain valid driver's license • Ability to perform research, conduct fact checks, write text for exhibit informational panels and perform outreach • Familiarity with large format printers, ability to operate and maintain small, medium and large printers • Knowledge of mounting of photos and graphics, cutting to size, and preparing for display • Exceptional attendance, punctuality, and dependability • Outstanding customer service skills, ability to work well with others, outside vendors and clients, exhibit tact and diplomacy in verbal and written communications, ability to maintain confidentiality, and possess a strong work ethic • Experience performing clerical work 	

SPECIAL PHYSICAL CHARACTERISTICS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/2 to 2/3 of a workday

Occasionally: Involves 1/3 or less of a workday

Standing:2/3

Walking:2/3

Sitting:2/3

Lifting:2/3

Carrying:2/3

Stooping/Bending/Kneeling/Crouching: 2/3

Reaching in Front of the Body:

Climbing: 2/3

Balancing: 2/3

Pushing/Pulling: 2/3

Fine Finger Dexterity: 2/3

Hand/Wrist Movement: 2/3